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ABSTRACT

Step-by-step instructions for creating duplicate files using the Atariwriter or Atariwriter Plus word processing software are provided. An example of a standard file format for lesson plans is included. (MES)

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MAKING DUPLICATE FILES USING THE ATARI COMPUTER AND THE
ATARIWRITER AND ATARIWRITER PLUS PROGRAMS

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INTRODUCTION

While the Atariwriter word processing manual provides adequate directions for duplicating material within a particular document or file as you choose to call your work, the method by which a person may create multiple files all possessing the same basic information is not so clear. This document describes a method by which duplicate files may be easily created thereby decreasing user workload.

PRESENTATION

If you are required to make reports or say draft lesson plans on a regular basis and the basic lesson plan or report format is always the same as the one that preceded it, you need not retype the basic format every time you need to make the report or draft another lesson plan. The only thing you must do is anticipate your needs in advance. The following set of directions, when followed explicitly, will allow you

to produce as many duplicate files as you need.

DIRECTIONS

1. Insert an Atariwriter cartridge, disk or an Atariwriter Plus disk into your computer and allow it to bootup.
2. Remove the Atariwriter cartridge, disk or Atariwriter Plus disk from the computer disk drive.
3. Insert a formatted data disk in the computer disk drive.
4. Select option "C," Create File, from the Atariwriter or Atariwriter Plus main menu by pressing the letter "C" key.
5. Now create the document you wish to use over and over again. An example of such a document is shown below in Figure 1. This format will be used again many times with the only variance being the information contained within the various categories.
6. Once the document has been created, edited and is otherwise considered complete, press the ESC key and return to the main menu.
7. Decide how many times the document needs to be duplicated.

8. Create as many file names as the number of times you wish to duplicate the basic document. If, for example, the basic document is to be duplicated fifteen times, you will need fifteen file names. One suggestion for file names is that some alpha numeric code be used. If you are duplicating lesson plan cover sheets, you could use PL0001 through PL0015 for file names. In this case, a separate LIBRARY file would be created. You would then list the alpha numeric code used for the individual files and a corresponding written name for each separate file in the library.

9. Press the letter "S" for Save File.

10. Type the first file name following the words "File to Save."

11. Press RETURN.

12. Press the letter "S" for save File once you see the words, "Select Item" appear on the screen.

13. Type the second file name following the words "File to Save."

14. Repeat the process as many times as is needed to duplicate the document the proper number of times.

15. If you need to make additional files at a later date, proceed as follows. Prior to using the last file:

- a. Press the letter "L" for "Load File."
- b. Type the name of the last file after the words, "File to Load."
- c. Press RETURN.
- d. Create as many additional file names as are required.
- e. Create duplicate duplicate files using the same method as was used above.

16. If you need to put the standard format on a disk other than the one you used when you created the original files, proceed as follows:

- a. Load a file containing your standard format into the computer memory.
- b. Remove the data disk from the disk drive.
- c. Insert another formatted disk in the disk drive.

d. Create as many files containing the standard format on the new as you desire.

LESSON PLAN COVER SHEET

SCHOOL:

COURSE:

WEEK/UNIT NUMBER/TITLE:

LESSON NUMBER/TITLE:

PRESENTATION TIME:

PRESENTATION METHODS:

TERMINAL PERFORMANCE OBJECTIVES: Upon completion of this lesson, students should be able to:

ENABLING OBJECTIVES: upon completion of this lesson, students should be able to:

EVALUATION: Students will be evaluated regarding their competence with the objectives of this lesson:

REFERENCES:

MATERIALS REQUIRED:

SAFETY PRECAUTIONS:

HOMEWORK:

PREPARATION DATE:

REVISION DATES: